



**City of Rockville**  
**Dept. of Community Planning & Development Services**  
Planning Division  
111 Maryland Ave. • Rockville, MD 20850-2364 • 240-314-8200  
www.rockvillemd.gov

# USE

## APPLICATION FOR USE PERMIT

**PROJECT IDENTIFICATION:** \_\_\_\_\_  
Application is hereby made with the Planning Commission of Rockville for approval of a USE Permit for the property described below:

PLEASE PRINT CLEARLY OR TYPE	PROPERTY ADDRESS		
	NUMBER, STREET & ZIP		
	SUBDIVISION	LOT	BLOCK
	ZONING	TAX ACCOUNT NO.	PROPERTY SIZE (in square feet)
APPLICANT*	NAME	MAILING ADDRESS – NUMBER, STREET, CITY, STATE, ZIP	
	FIRST	PHONE / FAX / E-MAIL	
	LAST		
PROPERTY OWNER	FIRST		
	LAST		
ARCHITECT Registration #	COMPANY		
	LAST	FIRST	
ENGINEER/ OTHER Registration #	COMPANY		
	LAST	FIRST	
GENERAL INFORMATION			
TOTAL GROSS FLOOR AREA		RETAIL GFA	MAX. NUMBER OF EMPLOYEES PER SHIFT
OFFICE GFA		SERVICE INDUSTRIAL GFA	IF RESIDENTIAL, NUMBER OF UNITS _____ MF _____ TH _____ SFD
NUMBER OF PARKING SPACES REQUIRED BY ORDINANCE		NUMBER OF PARKING SPACES PROVIDED	WATER AND SEWER DEMAND _____ mgd _____ mgd

\* A letter of authorization from the owner must be submitted if this application is filed by anyone other than the owner.

Description of what this use permit is for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I have the authority to make this application, that the application is complete and correct and that I have read and understand all procedures for filing this permit.

### TO BE COMPLETED BY THE PLANNING DIVISION

Application #: \_\_\_\_\_  
Staff Reviewer: \_\_\_\_\_  
Target Planning Commission  
Review Date: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Received by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Total fee: \$ \_\_\_\_\_

**See reverse side**



**APPLICATION CHECKLIST**  
**USE PERMIT**

Please complete this checklist and include it as part of the application submittal. Each item on the checklist must be contained in the application packet. If items are missing, the application cannot be accepted.

		For Staff Use Only
Submitted	Received	
<input type="checkbox"/>	<input type="checkbox"/>	A detailed site development plan prepared and certified by a professional engineer, land surveyor, architect, or other qualified person approved by the Chief of Planning (Eleven (11) copies - Fifteen (15) if on a state highway): (folded to 8½ x 11)
<input type="checkbox"/>	<input type="checkbox"/>	Filing Fee
<input type="checkbox"/>	<input type="checkbox"/>	A Forest NRI/Stand Delineation and Forest Conservation Plan (formal application)
<input type="checkbox"/>	<input type="checkbox"/>	An 8½" x 11" Copy of the site plan and landscape plan
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Building Elevations & Floor Plans (3 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Study
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan (6 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Concept Plan
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as requested by Planning Staff
<input type="checkbox"/>	<input type="checkbox"/>	Approved NRI

(Use the Application Submittal Procedures for explanation of these items.)

Comments on Submittal: (For Staff Use Only): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following documents are to be furnished as a part of this application as required by the Planning Commission:

1. A detailed site development plan prepared and certified by a professional engineer, land surveyor, architect, or other qualified person approved by the Chief of Planning (11 copies, 15 if located on a state highway) indicating:
  - A. Location and dimensions of all existing and proposed buildings and setbacks.
  - B. Existing and proposed topography (spot elevations are not acceptable).
  - C. Location and dimensions of all driveways, parking spaces, loading areas, and maneuvering areas as specified by Article IX, Division 2 of the Zoning and Planning Ordinance.
  - D. Tabulations of required and provided parking spaces as specified for each use in accordance with Section 25-395 of the Zoning and Planning Ordinance.
  - E. Specification for pavement of parking areas (in accordance with section 25-415 of the Zoning ordinance).
  - F. Location of all existing and proposed walls, fences, planting areas, curbs, sidewalks (public and private), crosswalks, trash enclosures and freestanding signs (if any).
  - G. Location of all existing and proposed public utilities and service connections.
  - H. Sequence and schedule of improvements of multiple building developments if they are not intended to be implemented at one time. (In no event shall the proposed schedule for commencement of all buildings exceed eight years.)
  - I. Vicinity Map, north arrow, date, and scale.
2. An approved NRI/FSD "Forest Stand Delineation" and preliminary "Forest Conservation Plan" (when applicable) prepared in accordance with the Rockville Forest and Tree Preservation Ordinance.
3. If the application is to be reviewed by the Planning Commission, one 8 1/2" x 11" copy of the site plan and landscape plan (if required) must also be provided.
4. Preliminary building elevations and floor plans (3 copies) indicating:
  - A. Number of stores and building height.
  - B. Location and floor area of each type of use.
  - C. Location of entrance and loading positions.
  - D. Location and maximum area of all signs in accordance with Sign Requirements (Article XI of the Zoning and Planning Ordinance).
  - E. Method of screening mechanical equipment.
5. A Traffic Impact Study in conformance with the Standard Traffic Methodology.
6. A Landscape Plan (6 copies where applicable) showing placement, number, type, and size of all plantings.
7. The following information, as may be required by the Planning Commission, will be provided upon request.

(Note: The items are normally required prior to issuance of Building or Occupancy Permits.)

  - A. Submission, for approval by the Planning Commission, of a Final Record Plat Application for the subject property.
  - B. Submission, for approval of the Department of Public Works, of a storm drainage study based on the proposed development showing drainage accommodation prepared by a registered surveyor or engineer.
  - C. Submission of a plan for sediment control, and storm water management for approval by the Department of Public Works.
  - D. Submission of engineering drawings for all work in the public right-of-way for approval by the Department of Public Works and posting of bonds to assure installation and/or construction.
8. A statement describing how this application will address Rockville's Guidelines for Art in Private Development.



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## **SUBMITTAL PROCEDURES FOR USE PERMIT**

### **1. PRE-APPLICATION MEETING:**

A pre-application meeting with the Development Review Committee or the Planning staff is recommended prior to filing all applications.

### **2. FILING LOCATION:**

Application must be filed with the city of Rockville Community Planning and Development Services Department at 111 Maryland Avenue, Rockville, MD.

### **3. INSPECTION OF THE PROPERTY**

Members of the Planning Commission and the city staff members must be given the opportunity to physically inspect the subject property to help them reach a decision on the application. This opportunity must be granted provided a reasonable notice is given for said inspection.

### **4. HEARING/MEETING APPEARANCE**

Once the application is complete, Planning staff will set a tentative date for review by the Planning Commission. Meetings of the Commission are generally held on the 2nd and 4th Wednesday of the month, in the Mayor & Council chambers at City Hall at 7:00 p.m. The applicant must be prepared to present his/her case before the Planning Commission, if necessary.

### **5. FILING FEE**

The filing fee is non-refundable regardless of whether the application is approved or denied.

Applicant \_\_\_\_\_

Date \_\_\_\_\_